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43

Special Asst. (Admin.) to DD/I Diary

Thursday, 18 December 1952

25X1A9a

1. Represented the DD/I area at a meeting called by [REDACTED] of Procurement and Supply to discuss steps that might be necessary to reduce the high Agency cost per capita of office supplies and equipment. It was agreed that it would be appropriate for the DD/A to issue a policy statement encouraging more prudent use of supplies and that there should be close cooperation between the Building Supply and Equipment Officers and Administrative Officers to prevent stockpiling and other practices which result in inefficient utilization of supplies.

25X1A5a1 2. Discussed with [REDACTED] certain financial problems concerning 25X1A9a the contract with [REDACTED] and it was agreed that a meeting with [REDACTED] and 25X1A5a1 DD/I representatives would be called at an early date to discuss the matter in detail.

3. Attended a meeting called by O/IC to discuss a proposed draft of NSCID on the exploitation of foreign documents. It is planned to request DD/I approval for release of the draft to the IAC working level for consideration.

[REDACTED] 25X1A9a

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